

Special and Urgent Needs

Vermont Community Foundation

Guidelines

The Special and Urgent Needs (SUN) grant program helps Vermont nonprofits with unexpected expenses that impact their ability to meet their mission. A SUN grant can help an organization manage an unbudgeted, unforeseen, and time-sensitive emergency or take advantage of an unanticipated opportunity that will enhance its work.

The full guidelines and evaluation criteria for the Special and Urgent Needs grant program are listed on our website. Please [click here](#) to review these details including additional project examples before submitting your application.

What We Fund

In the SUN grant program, organizations must be located in or serve the people of Vermont, and serve basic human needs (social services, food, shelter, health) or be aligned with our **Support for Youth and Families focus area ([click here to learn more](#))**. We look for proposals that will allow an organization to address these types of short-term needs:

- Emergency repairs of building structure or mechanical systems (heating/cooling, water service, etc.) whose sudden and unexpected failure interferes with the provision of services. An example of a grant of this nature would be costs for a roof repair resulting from an extreme weather event.
- Replacement of essential equipment and technology whose *sudden and unexpected* failure interferes with the provision of services. An example would a stove at a homeless shelter that breaks just outside of the warranty period but well before the end of its expected life.
- Provision of services or acquisition of a resource that could not have been anticipated or budgeted, and without which the work of the organization would be severely hampered. An example of this type of grant is training on post-traumatic stress disorder for school guidance counselors supporting children in towns severely impacted by disaster.

We will also consider an unexpected and timely opportunity that significantly enhances an organization's ability to meet its mission. For example, an unexpected opportunity to acquire a key resource at an excellent price.

What We Don't Fund

We only fund projects that are unbudgeted, unforeseen, and time-sensitive. We do not make grants for:

- deferred building maintenance
- deferred technology upgrades
- capital campaigns
- religious purposes
- individuals
- debts
- past due tax return and audit preparation

We also cannot consider applications for budget deficits or funding shortfalls; this grant round is designed to help nonprofits with unbudgeted and unexpected expenses, not to fill in for unmet revenue projections. We typically do not fund work that has already been completed.

If you have questions about this grant program or the application process, please contact grants@vermontcf.org or 802-388-3355 ext. 222.

Helpful Hints:

- Character limits include spaces and punctuation.
- Be sure to save your work frequently by clicking the "Save" button (bottom of page).
- The size of text boxes can be adjusted by dragging on the lower right corner.
- To create a PDF version of your application that you can save and/or print, click the "Application packet" button (top of page).

About Your Project

Project Name*

Character Limit: 100

Amount Requested*

Up to \$5,000

Character Limit: 20

Provide a one sentence description of what the project will accomplish*

Try to include what you will accomplish and how. This may be used in publications.

Character Limit: 200

Geographic Area*

Choose Statewide or all that apply:

Choices

Statewide
Addison County
Bennington County
Caledonia County
Chittenden County
Essex County
Franklin County
Grand Isle County
Lamoille County
Orange County
Orleans County
Rutland County
Washington County
Windham County
Windsor County

Describe the current emergency or opportunity.*

What is happening, how it happened, and what needs to be done to address the problem and why it is the best solution.

Character Limit: 2000

Project Timeline*

Explain when the emergency or opportunity came to your attention, what you've been doing since, and your timeline for completion of this project. Include other important dates as relevant.

Character Limit: 500

Why is this emergency need or opportunity unbudgeted, unforeseen, and time-sensitive?*

Please fully address each of these three points. Please include the age of any failed equipment.

Character Limit: 1200

Who and how many will be served by this project?*

Identify the specific community that will benefit from this project, and provide your best estimate as to how many individuals.

Character Limit: 600

Describe the potential impact if this project is funded.*

This includes the work of the project itself, as well as any additional resources that could be leveraged by a grant from the Foundation.

Character Limit: 1200

What is your total project budget?*

Total expenses for completing the project

Character Limit: 20

What other options or resources are you able to or trying to secure for this project?*

For example: For building repairs, have you looked into insurance coverage? What community support have you requested? You may include in-kind support. If you are not exploring other sources of funding, please explain why.

Character Limit: 1200

Project Budget - Itemized (REQUIRED ATTACHMENT)*

Attach a copy of your itemized project budget. Please include both expenses and revenue, including pending and secured support. Your project budget should help us understand you intend to pay for the project. **Please list each source of funds.** (Sample budget documents can be downloaded from the Community Foundation's website - visit our [Online Grants Center](#) for more details.)

File Size Limit: 2 MB

Project Budget Supplement (OPTIONAL ATTACHMENT)

You may use this space to upload supplemental budget documents, such as a work estimate.

File Size Limit: 1 MB

Photograph (optional)

It may be helpful to show us what has happened with a photograph ("Your Photograph"). This helps us better understand your issue and share your story with other potential funders.

Please attach Your Photograph in a .jpg file that is a minimum of 100KB and a maximum of 2MB.

File Size Limit: 3 MB

Photograph License and Release (if relevant)

If you are attaching a photograph, please indicate your acceptance of the terms below:

You hereby grant to the Vermont Community Foundation (VCF) an unrestricted license to use and publish Your Photograph in VCF communications material in any and all manner and media. You hereby represent that you have permission to grant these rights (please make sure you have a signed photo release on file for any identifiable subjects in the photograph you submit). You hereby release the VCF and its employees from any and all claims and/or liability related to Your Photograph.

Choices

I agree

I do not agree

Bonus Words (OPTIONAL)

What else should we know about the project that we didn't ask?

Character Limit: 600

About Your Organization

Organization eligibility*

Organizations must be located in or serve the people of Vermont, and serve basic human needs (social services, food, shelter, health) or be aligned with our **Support for Youth and Families focus area**. Please confirm that your organization addresses one of these strategies.

Choices

Yes

No

Describe your organization's history, mission, and current services.*

Character Limit: 1800

What are your organization's total budgeted expenses for the current fiscal year?*

Character Limit: 20

If you are showing a deficit in your financial documents, please tell us why.

Character Limit: 400

The following financial documents are required to help the committee gain a clear picture of your organization's financial situation, budget, and need for this grant. In fairness to all applicants you must include these attachments. If you have questions or difficulty providing what we are asking for, please call 802-388-3355 ext. 222.

Financial Statements - Completed Fiscal Year*

Upload a copy of your organization's financial statements from its most recently completed fiscal year including a profit/loss statement and balance sheet. (Sample documents can be downloaded from the Community Foundation's website - visit our Online Grants Center FAQ for more details.)

File Size Limit: 4 MB

Financial Statements - Current Fiscal Year*

Upload a copy of your organization's financial statements from its current fiscal year including budget to actual revenues and expenses. (Sample documents can be downloaded from the Community Foundation's website - visit our Online Grants Center FAQ for more details.)

File Size Limit: 2 MB

Board of Directors*

Please upload a list of your current Board of Directors.

File Size Limit: 2 MB

What status best describes the applicant organization?*

Choices

Registered 501(c)(3) nonprofit

Church or religious group

Municipal entity (i.e., town, public school, or other municipal department or agency)

Other - Please provide details in your answer to the next question.

Use this space to provide additional information about the applicant's status. (IF APPLICABLE)

If you have a fiscal sponsor -- or if you operate under the umbrella of a larger registered nonprofit -- provide their name below.

Character Limit: 100

Fiscal Sponsorship (IF APPLICABLE)

Our grants must be paid to a registered 501(c)(3) nonprofit, church/religious group, or town/municipal agency. If your organization or group does not fall into one of these categories, you must secure a fiscal sponsor. Download a blank [Fiscal Sponsor Agreement form](#) and send it to your fiscal sponsor to print, fill out, and sign. If you have questions, please contact 802-388-3355 ext. 222.

You MUST use the official VCF Fiscal Sponsor Agreement form.

Upload your signed Fiscal Sponsor Agreement below.

File Size Limit: 2 MB

Grant History

Past Funding*

Has your organization received funding within the last two years from the VCF?

Character Limit: 300

Grant Report (IF APPLICABLE)

If you answered yes to the previous question, and you have not yet provided us with your most recent grant report, please attach a copy.

File Size Limit: 2 MB

Save and Submit

All applications must be submitted electronically to the Vermont Community Foundation through the application form in the Online Grants Manager. Applications will not be accepted by mail or email.

By submitting your application to the Vermont Community Foundation, you give us permission to share your application with other potential funders, both individuals and foundations.